

Message Text

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DRAFTED BY:USIA/IEU:LEON SLAWECKI:KD

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FM SECSTATE WASHDC

TO AMEMBASSY BERLIN

INFO AMEMBASSY BONN

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E.O. 11652: N/A

TAGS: N/A

SUBJECT: LIBRARY AT NEW CHANCERY

FOR P&C

1. IEU AND ICS, WORKING WITHIN PRESENT BUDGETARY AND
POLICY CONSTRAINTS, HAVE THE FOLLOWING RECOMMENDATIONS FOR
THE LIBRARY TO BE OPENED IN NEW CHANCERY:

A. SINCE ONLY ONE FSL LIBRARIAN ON TAP FOR IMMEDIATE
FUTURE (WE ASSUME POST HAS BEGUN RECRUITMENT PROCESS)
RECOMMEND FOCUSED REFERENCE AND OUTREACH SERVICE WITH NO
CIRCULATING COLLECTION AND LIMITED AUDIO-VISUAL EQUIPMENT.
FSL LIBRARIAN TIME WOULD BE SPLIT ROUGHLY 50 PERCENT ON OUTREACH
PROGRAM (WHICH MEANS IDENTIFICATION OF RELEVANT MATERIALS
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TO BE SENT EITHER ON LOAN OR PERMANENTLY TO TARGET

AUDIENCE MEMBERS) AND 50 PERCENT ON MANAGEMENT OF REFERENCE SERVICE
AN INEVITABLE HOUSEKEEPING AND ADMINISTRATIVE CHORES.
SECOND FSIO SHOULD ALSO BE INVOLVED IN OUTREACH PROGRAM
AND ACCORDINGLY IEU PLANS TDY FOR HIM IN ICS FOR TRAINING.
(FYI: FOLLOWING POST SUGGESTIONS RUEDY WILL ARRIVE POST
EARLY JAN. 1977).

B. LIBRARY AS RECOMMENDED WOULD HAVE COLLECTION TO
INCLUDE MAXIMUM OF APPROX. 1,500 REFERENCE BOOKS; ABOUT
120 PERIODICALS AND REFERENCE SERIALS; COMMERCIAL
COLLECTION; AND SPECIAL COLLECTION OF ABOUT 300 SIGNI-
FICANT, CURRENT BOOKS TO BE ATTRACTIVELY DISPLAYED. THESE
DISPLAY BOOKS WOULD BE CONSIGNED TO TARGET AUDIENCE MEMBERS AND
COLLECTION REPLACED WITH 300 NEW TITLES ANUALLY.

2. YOUR LIBRARY PROGRAM NEEDS BEST AVAILABLE PROFESSIONAL
HELP TO DO ALL THE THINGS EXPECTED OF MAJOR POST EFFORT
WITH LITTLE STAFF TO INVEST. NEED IS FOR PROFESSIONAL
LIBRARIAN WITH COLLEGE EDUCATION MAJORING IN LIBRARY
SCIENCE OR EQUIVALENT. AN ESSENTIALLY CLERICAL EMPLOYEE
COULD NOT BE EXPECTED TO FULFILL FOLLOWING SUGGESTED JOB
DESCRIPTION:

LIBRARIAN

1. UNDERTAKING REFERENCE SERVICES AND RESEARCH WORK
USING THE MATERIALS IN THE USIS COLLECTION. REFERS TO
APPROPRIATE SPECIALISTS THOSE QUESTIONS UNABLE TO ANSWER
EXACTLY.

2. RECEIVE REQUESTS FOR OUTREACH MATERIALS, AND
ARRANGE FOR DELIVERY.

3. COORDINATES MATERIALS IN THE OUTREACH SYSTEM WITH
PROGRAMS AND ACTIVITIES AT THE POST.

4. PARTICIPATES IN LOCAL LIBRARY CONFERENCES AND
WORKS WITH THE LEADING LIBRARIANS AND INFORMATION
SPECIALISTS IN THE CITY IN FORSTERING A COOPERATIVE
RELATIONSHIP.

5. RECORDS ALL REFERENCE QUESTIONS AND MAINTAINS
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RECORDS OF OUTREACH SERVICES, CIRCULATION, ETC. ACTIVELY
PROMOTES THE LIBRARY REFERENCE SERVICE AMONG PRIMARY
AUDIENCE MEMBERS.

6. CHECKS IN THOSE ITEMS ADDRESSED TO THE LIBRARY.

7. MAINTAINS THE LIBRARY IN A PROFESSIONAL MANNER.

SUPERVISOR RESPONSIBILITIES: NONE

POSITION REQUIREMENTS:

COLLEGE EDUCATION WITH A MAJOR IN LIBRARY SCIENCE OR ITS EQUIVALENT; PREFERABLY A MASTER'S DEGREE.

3. TO MINIMIZE PAPERWORK DEMANDS ON FSL, INSTEAD OF TRADITIONAL CARD CATALOG FILE RECOMMEND PRINTED BOOK CATALOG. (SENDING SAMPLE) CATALOG WILL BE PROVIDED IN MULTIPLE COPIES FOR DISTRIBUTION TO UNIVERSITIES AND OTHER INSTITUTIONS IN GDR TO MAKE KNOWN LIBRARY RESOURCES. WILL PROVIDE ANNUAL SUPPLEMENTS OF CATALOG REFLECTING COLLECTION CHANGES. AGENCY ORDERING SMALL FILE CABINET FOR RECORDING TITLES PENDING THEIR LISTING IN BOOK CATALOG AND SUPPLEMENTS.

4. AFTER RUEDY ARRIVAL SUGGEST POST CONTACT USIS BONN TO COORDINATE DEVELOPMENT ARTICLE ALERT SYSTEM WHICH WILL BE SIGNIFICANT PART OF OUTREACH PROGRAM (SEE SLAWECKI-LITTELL FEB 13, 1976 O-I-U. RUEDY WILL BE BRIEFED ON THIS DURING TDY.

5. ON BASIS ABOVE RECOMMENDATIONS, AGENCY PROCEEDING TO ORDER FOLLOWING LIBRARY SHELVING, FURNITURE AND EQUIPMENT: CONVENTIONAL SHELVING FOR 1,500 REFERENCE WORKS AND 120 PERIODICALS; SPECIAL SIDE DISPLAY (I.E. BOOK COVER OUT) SHELVING FOR 300 SIGNIFICANT CURRENT BOOKS; FOUR CARRELS OR ONE PERSON TABLES FOR VTR AND AUDIO CASSETTE USE; LOUNGE SEATING FOR EIGHT; TABLES AND CHAIRS FOR 12 READERS; TWO INDEX TABLES WITH SIX CHAIRS, TWO DECKS WITH CHAIRS FOR LIBRARIAN AND RUEDY'S USE; MISC. LIBRARY EQUIPMENT INCLUDING BOOK CART, NEWSPAPER RACK, FILE CABINET, ETC.; AND FOUR AUDIO CASSETTE PLAYBACK UNITS WITH EARPHONES. ETA BULK OF FURNITURE APRIL 1977. THE SHELVING WHICH WILL LIMITED OFFICIAL USE

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BE ORDERED IN WEST GERMANY SHOULD ARRIVE SOMEWHAT EARLIER. REQUEST ADVISE BY NOV. 5 IF POST FEELS ADDITIONAL ITEMS NECESSARY.

6. ASSUMING TECHNICAL FEASIBILITY, LIBRARY WOULD HAVE AS ADDITIONAL AUDIO EQUIPMENT WIDE BAND RF DISTRIBUTION SYSTEM WITH WIRELESS HEADSET FOR MUSIC PROGRAMS IN LIBRARY (THIS IS SYSTEM NOW USED IN MANY MUSEUMS TO GIVE INDIVIDUAL ACCESS TO INFORMATION AND BY MANY USIS POSTS FOR SIMULTANEOUS TRANSLATION). RUEDY WILL ALSO BE BRIEFED ON THIS SYSTEM FOR FOLLOW-UP ON FEASIBILITY UPON ARRIVAL BERLIN.

7. ALSO RE EQUIPMENT, AGENCY UNDERSTANDS POST HAS AT LEAST ONE VTR UNIT. RECOMMEND PURCHASE AT LEAST ONE

CASSETTE UNIT FOR LIBRARY. (MUCH SIMPLER TO USE WITH SMALL STAFF). SUGGEST CONTACT BONN FOR ASSISTANCE PURCHASE OF SONY VIDEOCASSETTE RECORDER/PLAYER AND MONITOR WHICH ALLOWS PLAYBACK AND RECORDING TO CASSETTES ON EITHER US OR EUROPEAN LINE STANDARDS. ADVISE IEU IF REQUIRE ADDITIONAL GOE FUNDS TO COVER PURCHASE.

8. FINALLY RE EQUIPMENT, SUGGEST DISCUSS WITH WEST BERLIN ENTERING CONTRACT FOR LOCAL LEASE WITH MAINTENANCE OF MEDIUM CAPACITY XEROX-TYPE COPYING MACHINE. COPYING MACHINE ABSOLUTELY NECESSARY FOR OUTREACH PROGRAM MENTIONED ABOVE AS WELL AS FOR ADMINISTRATIVE SUPPORT.

9. AGENCY, ICS/APB, PROCEEDING TO ORDER APPROXIMATELY 400 BASIC REFERENCE BOOKS TOWARDS COLLECTION MENTIONED ABOVE. ETA MARCH '77 VIA SURFACE. BASICALLY WILL ORDER ALL CORE REFERENCE WORKS INCLUDED IN AGENCY SPECIAL LISTS 3/75 AND 4/76 NOT INCLUDED IN RLC YETT'S JULY '76 BOOK ORDER. FYI, JULY ORDER SHOULD BEGIN ARRIVING NOW. '76 MARKED "BASIC LIBRARY COLLECTION".

10. AGENCY, ICS/B WILL DEVELOP LIST OF APPROXIMATELY 300 BOOKS FOR DISPLAY AND PRESENTATIONS. REQUEST POST AND RLC YETT ADVISE ASAP WHAT AREAS (E.G. ECONOMICS, AMERICAN LITERATURE, FOREIGN POLICY), SHOULD BE EMPHASIZED IN THIS COLLECTION OF CURRENT, SIGNIFICANT BOOKS TO PROVIDE GREAT-LIMITED OFFICIAL USE

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EST PROGRAM UTILITY OVER NEXT YEAR AND AHALF. AIMING FOR ETA OF APRIL 77 THESE TITLES. YETT MAY WISH TO TELEPHONE ALEXANDER ON THIS.

11. AGENCY RECOMMENDS RLC YETT BE RESPONSIBLE FOR COORDINATING ANNUAL UPDATE OF REFERENCE COLLECTION AND REPLACEMENT OF 300 DISPLAY BOOKS.

12. AGAIN TO MINIMIZE CLERICAL DEMANDS ON FSL, ALL BOOKS PROVIDED BY AGENCY BEYOND RLC YETT'S JULY ORDER WILL "SHELF READY", I.E. WILL ARRIVE WITH MYLAR COVERING, SPINE LABEL, ETC.

13. AGENCY PLANS REVIEW LIBRARY PROGRAM AFTER IN OPERATION ONE YEAR OR SO TO SEE IF ANY CHANGES NECESSARY. APPRECIATE ANY POST OR RLC COMMENTS ON ABOVE SPECIFICS FOR INITIAL OPERATIONS SOONEST.

14. MESSAGE SENT BONN FOR INFO.
ROBINSON

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